

## CHAPTER 2: Public Hearing / Comment Rules

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### **PUBLIC HEARING/COMMENT RULES CITY PLANNING COMMISSION HAMPTON, VIRGINIA**

\* To be read by the Chair or Secretary of the Commission at the beginning of the regular meeting

\*The Planning Commission of the City of Hampton takes pride in being fair and courteous to all parties in attendance. It is important, therefore, that all involved understand how the Commission conducts its hearings and how all persons before the Commission should conduct themselves.

To ensure that the affairs of the Commission may be conducted in an orderly manner, to ensure that all persons desiring to address the Commission on matters pertinent to it are afforded an opportunity to do so, to permit persons in attendance to observe and hear the proceedings of the Commission without distraction, and to permit the Commission to conduct City business with minimal disruption, Rules for Public Hearings/Comment are established as follows:

- \*1. PLEASE TURN OFF YOUR CELL PHONE WHILE IN THIS CHAMBER
2. IF YOU ARE ATTENDING THE HEARING AND DESIRE TO SPEAK ON AN ITEM, PLEASE ENTER YOUR NAME, ADDRESS AND ITEM NUMBER AT THE DESK IN THE BACK OF THE CHAMBERS PRIOR TO THE CALL TO ORDER.
3. The Commission Secretary will announce the item number and item title being considered. The case before the Commission shall be presented by a staff member of the Department of Planning.
4. After the case has been presented, the applicant or the applicant's representative will have up to 10 minutes to address the Commission and present written and/or oral comments. The applicant may request up to three (3) additional minutes for rebuttal of any comments from speakers in opposition to the application.
- \*5. Individuals, other than the applicant or the applicant's representative who have signed up to comment on the case shall have 3 minutes to present written and/or oral comments. All comments shall be directed to the Commission. Specified time limits may vary at the discretion of the Chairman. No person may address the Commission until he/she has first been recognized by the Chairman. Speakers shall remain at the podium or microphone while addressing the Commission and shall first state their name, address, and in the case of an agent or representative speaking for more than one location, furnish a written list giving names and addresses.
- \*6. Speakers who have signed up may use their allotted time only for themselves and may not donate time to other speakers.
7. Comments must be confined to matters germane to the business of the Commission and shall not be cumulative or repetitive. Speakers shall not campaign for political

office either for themselves or others. The Commission allows slide or computer generated projections previously submitted to the Planning Department **no later than 5 business days before** the scheduled meeting of the Commission.

8. Speakers should address the Commission with decorum. Loud, boisterous and disruptive behavior, obscenity, and vulgarity should be avoided, as well as other words or acts tending to evoke violence or deemed to be a breach of the peace. Speakers shall not be interrupted by the audience comments, calls or other disruptions.

9. Commissioners may question each speaker at any time during his/her presentation.

10. After all persons who desire to address the Commission have had the opportunity to do so, the Chairman may grant rebuttal time to the applicant, if previously requested by the applicant, and **at his/her discretion** may grant additional time to persons, other than the applicant, who have previously spoken. The Chairman may close the public hearing at any time after all persons who desire to address the Commission have had one opportunity to do so, other than any rebuttal reserved by the applicant.

The foregoing Rules five (5) through nine (9) shall apply to Public Comment period or Items by the Public under the Commission agenda. Any individual who does not abide by the Rules for Public Hearing/Comment, after a warning, may be asked to leave.

**\*Please note that the actions taken by the Commission today are in the form of a recommendation to the Hampton City Council. The final decision to approve or disapprove an application will be made by the City Council at a future date.**

**\*The staff reviews of some or all of the items on this agenda suggest certain conditions be attached to approval by City Council. However, it should not be assumed that those conditions constitute all the conditions that will ultimately be attached to the item. City staff may impose further conditions and requirements during the administration of applicable City ordinances.**

Nothing in these Rules precludes any persons from delivering to the Commission any written materials or prohibits persons from presenting oral or written comments on any subject germane to the business of the Commission to members of the Commission through the Director of Planning outside the context of a public hearing or public comment.